United Nations ST/AI/2013/3/Amend.3

Secretariat

1 May 2018

Administrative instruction

Official travel

1. Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing General Assembly resolution 72/262 B, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/2013/3 on official travel.

2. Section 4.3 is replaced by the following text:

4.3 For official travel by air, the standard of accommodation shall be economy class, except as provided in section 4.3 (a) to (f) below:

(a) In order to perform their functions, for staff members in the security detail of the Secretary-General, the Deputy Secretary-General and the President of the General Assembly, travel in the same cabin as that of the protectee shall be provided for one member of the assigned security detail;

(b) For the Deputy Secretary-General, Under-Secretaries-General, Assistant Secretaries-General and, where applicable, their eligible family members, the class immediately below first class shall be provided for travel on official business and on appointment, assignment or separation, home leave and family visit, irrespective of the duration of the particular flight;

(c) For staff members below the Assistant Secretary-General level and, where applicable, their eligible family members, the class immediately below first class (business class cabin, where available) shall be provided for travel on official business and on appointment, assignment or separation when a single-leg journey is 9 hours or more and for multi-leg journeys if the combined travel time of the journey is 11 hours or more, including a maximum of 2 hours of connection time, provided that the journey to the next destination resumes within 12 hours;

(d) The provisions of section 4.3 (c) shall not apply to travel for the purpose of learning and development (training).[1] The standard of accommodation for such travel shall be economy class. This provision shall not apply to staff members travelling as instructors, whose travel accommodation shall be determined in accordance with section 4.3 (c);

(e) When official business travel is combined with home leave or family visit travel, the provisions of sections 4.3 (c) and 12 do not apply. The standard

[1] See ST/SGB/2009/9.

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of accommodation for official business travel combined with home leave or family visit travel shall be economy class;

(f) For the purposes of travel for medical, safety or security reasons or in other appropriate cases, including when accompanying a staff member's remains as an escort, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses, the standard of accommodation for travel shall be economy class. In instances where an escort (a staff member or an eligible family member) is authorized to accompany a medical evacuee, the standard of travel accommodation for the escort shall be determined on the basis of the standard of travel accommodation of the evacuee. A standard of accommodation for air travel higher than that authorized above may be approved on an exceptional basis in accordance with sections 4.8 and 4.9 below.

3. Section 4.7 is replaced by the following text:

4.7 For official travel to missions or conferences, special arrangements may be made for group travel, in which case the provisions of section 4.3 (a) to (f) may not apply.

4. Sections 6.1 and 6.2 are replaced by the following text:

6.1 For travel undertaken during a working day on both the outward and the return journey on home leave or family visit, including under the lump-sum option set out in section 12 below, staff members shall be granted a fixed amount of travel time not chargeable to annual leave, based on the approved route as follows:

(a) One day for each journey of 11 hours or less;

(b) A maximum of two days for each journey of more than 11 hours.

In computing the duration of a journey for the purpose of travel time, each necessary waiting period between connecting flights shall be counted. No travel time shall be granted for travel undertaken on a weekend or official holiday at the duty station of the staff member.

6.2 There shall be no entitlement to subsistence allowance for travel time.

5. Sections 12.1 to 12.4 are replaced by the following text:

12.1 For travel on home leave or family visit or education grant travel, staff members may opt for a lump sum.

12.2 For travel by air, including where there is a combination of other modes of transportation involving the purchase of a ticket (e.g. ferry, ship or train), the lump sum payable under this section shall amount to 70 per cent of the cost of the least restrictive economy class ticket, as determined in accordance with section 4.2 above, by the least costly scheduled air carrier between the staff member's duty station and:

(a) The closest airport to the established place of entitlement for home leave or family visit travel or an approved alternate, whichever is the less costly; or

(b) The established place of home leave or the educational institution, whichever is less costly, for education grant travel.

For children entitled to reduced-fare tickets, the lump sum shall be 70 per cent of the cost of the least restrictive reduced economy class ticket, provided that the ticket would allow the child to occupy a seat on the approved mode of transportation.

12.3 For travel by car, the lump sum payable under this section shall amount to 20 per cent of the cost of the least restrictive economy class ticket, by the least costly scheduled air carrier, per authorized household member in the car, as determined in line with section 4.2.

12.4 By selecting the lump-sum option, a staff member agrees to waive the entitlements relating to home leave, family visit or education grant travel that would otherwise have been payable by the Organization, except travel time as provided under section 6.1 above. No additional payment shall be made once the option has been exercised.

6. The present instruction shall enter into force on the date of its issuance.

(*Signed*) Jan **Beagle**
Under-Secretary-General for Management